

**TOWN OF FLORENCE  
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING MINUTES**

**MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE MEETING HELD ON THURSDAY, DECEMBER 20, 2018, AT 6:00 P.M., IN THE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.**

**1. CALL TO ORDER**

**Chairman Pranzo called the meeting to order at 6:00 pm**

**2. ROLL CALL:**

<b>Chairman Pranzo</b>	<b>Present</b>
<b>Vice-Chair Frost</b>	<b>Present</b>
<b>Commissioner Smidt</b>	<b>Absent</b>
<b>Commissioner Simmonds</b>	<b>Present</b>
<b>Commissioner Proulx</b>	<b>Present</b>

**Council Liaison Hawkins was absent**

**3. PLEDGE OF ALLEGIANCE**

**4. DISCUSSION/APPROVAL/DISAPPROVAL of the minutes of the regular meeting conducted on November 15, 2018.**

**On a motion by Chairman Pranzo, seconded by Commissioner Simmonds, and carried by a 4-0 vote to approve the November 15, 2018 Regular Meeting minutes.**

**5. NEW BUSINESS**

**No new items**

**6. OLD BUSINESS**

- A. Staff presentation and Public Hearing to solicit input regarding Case PZ-18-34-TA, a proposed text amendment to the Town of Florence Development Code Definitions and Part 7: Parking; Loading and Unloading. Motion to direct staff to schedule a 2<sup>nd</sup> Public Hearing for Planning and Zoning Commission meeting of January 17, 2019 for possible recommendation to Town Council.**

Chairman Pranzo opened a Public Hearing for the Development Code Definitions and Part 7: Parking; Loading and Unloading. Chairman Pranzo asked for Mr. Burkhardt to present the recommended changes for audiences watching online.

Mr. Burkhardt reviewed the text amendments in a PowerPoint. Mr. Burkhardt discussed the changes were due to a recent event where a church did not have adequate parking but met the minimum required parking spaces. He stated the amendments create flexibility in the existing parking requirements, update existing design review to reflect best practices, make maintenance responsibilities clear, and include new technology. Mr. Burkhardt mentioned that existing development is grandfathered in and does not need to conform to the new amendments.

Mr. Burkhardt discussed the addition of parking schedules in large lots and stated further changes will be made to landscaping requirements, paving requirements, parking access, and the minimum width of spaces. He said the text amendments reinforce language for access for fire and trash collection access into lots and encourage shared parking in commercial areas.

Mr. Burkhardt asked the Commission to continue the Public Hearing on January 17<sup>th</sup> to gather more input. On the same date, Planning and Zoning may make a recommendation to Town Council.

**On a motion by Vice-Chair Frost, seconded by Commissioner Simmonds, and carried by a 4-0 vote to continue the Public Hearing to the Planning and Zoning Commission meeting of January 17, 2019.**

**B.** Staff presentation and Public Hearing to solicit input regarding Case PZ-18-33-TA, a proposed text amendment to the Town of Florence Development Code Definitions and Part 3: Sign Regulations. Motion to direct staff to schedule a 2<sup>nd</sup> Public Hearing for Planning and Zoning Commission meeting of January 17, 2019 for possible recommendation to Town Council.

Mr. Burkhardt mentioned Staff held a neighborhood meeting and received comments from residents, a Town Council member, and a member of the Chamber of Commerce. Mr. Burkhardt stated the amendments to the Sign Code draft include an update to the terms and definitions. He said the main reason for the change is to align the Town's sign code with the recent Reed vs Gilbert Supreme Court ruling. Signs will not be based on the content, but the time, place, and manner they are displayed. Mr. Burkhardt stated some other changes include increasing some sign heights and areas, allowing more flexibility to menu boards, and allowing one electronic sign per parcel, except in the historic district.

Mr. Harmer mentioned that the same motion to keep the public hearing open would apply for this item. Vice-Chair Frost thanked Staff for the format of the illustrations that give guidance on what is expected.

**On a motion by Commissioner Proulx, seconded by Vice-Chair Frost, and carried by a 4-0 vote to continue the Public Hearing to the Planning and Zoning Commission meeting of January 17, 2019.**

## **7. PRESENTATIONS**

### **A. FUTURE AGENDA ITEMS/INFORMATION ONLY**

Mr. Harmer stated the Commission will review a comprehensive sign package for Anthem Hospital next meeting. He explained Stewart medical submitted four new signs and the Planned Unit Development (PUD) for Anthem allows for some allowances or changes. Chairman Pranzo asked if the Planned Unit Development was new. Mr. Harmer said the Planned Unit Development is not new and covers all of Anthem.

Chairman Pranzo asked if Staff had the Planned Unit Development in digital format. Mr. Harmer confirmed. Chairman Pranzo explained a Planned Unit Development is an agreement that developers use as a guideline for future projects and requested a copy for the new Commissioners. Staff agreed to supply a copy.

Vice-Chair Frost asked Staff to make a comparison of the new sign code to the requirements followed by the comprehensive sign package.

## **8. CALL TO THE PUBLIC/COMMISSION RESPONSE:**

Call to the Public for public comment on issues within the jurisdiction of the Planning and Zoning Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or act on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

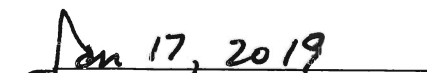
## **9. CALL TO THE COMMISSION-CURRENT EVENTS ONLY**

Chairman Pranzo wished everyone a happy, safe holiday and looked forward to seeing everyone in the new year.

## **10. ADJOURMENT**

**On a motion of Commissioner Simmonds, seconded by Commissioner Proulx, and carried by a 4-0 vote to adjourn the meeting at 6:35 pm.**

  
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Gary Pranzo, Chairman

  
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Date